

Anti-Bribery & Anti-Corruption Policy

Policy brief & purpose

Elite Project Solutions (EPS) is committed to maintaining a business environment that is free from bribery and corruption. This policy provides guidance to prevent and combat bribery and corruption within our operations, reinforcing our dedication to upholding ethical business practices.

Scope

This policy applies to all employees, contractors, and individuals associated with **EPS**, emphasising the importance of maintaining the highest standards of integrity in all business transactions.

Policy elements

Zero Tolerance:

EPS maintains a zero-tolerance stance towards bribery and corruption. Any form of bribery, whether direct or indirect, is strictly prohibited.

Compliance with Laws:

All employees must comply with applicable international and local anti-bribery and anti-corruption laws.

Gifts and Hospitality:

While recognising the customary exchange of gifts and hospitality, employees must exercise caution to ensure these do not compromise their objectivity or result in undue influence.

Third-Party Due Diligence:

Before engaging with third parties, including suppliers and partners, **EPS** requires a thorough due diligence process to assess and mitigate the risk of bribery and corruption.

Record Keeping:

Accurate and transparent record-keeping of all transactions and dealings is mandatory. Any financial or non-financial transaction must be clearly documented.

Reporting Mechanism:

EPS encourages the reporting of any suspected or observed instances of bribery or corruption. Employees can utilise the designated reporting channels, ensuring confidentiality and protection against retaliation.

Decision Making:

Employees must be independent in judgment and actions and will take all reasonable steps to be satisfied as to the soundness of all decisions.

Commitment to Compliance

This Anti-Bribery and Anti-Corruption Policy is binding for all individuals associated with **EPS**, emphasising our commitment to conducting business with the highest ethical standards. Non-compliance will result in disciplinary action. By adhering to these principles, **EPS** seeks to nurture a business environment built on trust, transparency, and ethical conduct, contributing to our long-term success.

APPROVED:

This Policy will be reviewed every 12 months to ensure its appropriateness, accuracy and value.



Craig Riding

Director



Derek McGuinness

Director